

State of Rhode Island
Department of Administration

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

TO: Chief Financial Officers
State Departments and Agencies

DATE: April 17, 2002

FROM: Lawrence C. Franklin, Jr., State Controller

SUBJECT: DIRECT PAY DOCUMENT CLONING

A new feature is available to RI-SAIL users for direct pay type documents only. The feature is called "cloning." "Cloning" will allow a user to copy a previous direct pay document amend data thereon and submit it for payment. The feature will reduce/eliminate date entry for users.

Please visit the RI-SAIL web page at the Office of Accounts and Control web site for further details.

/hh
CFO: 02-43
Attachment